



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT Staff and Support Services Division

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| State Classification: | Director I | REPOST |
| Job Posting Number: | 1207-21SSS | |
| Group / Class Number: | B26 / 1620 | |
| Salary: | \$6,500-7,500/month | |
| Work Week: | 40 hours per week - Mon. thru Fri. (overtime may be required) | |
| Minimum Education: | Graduation from an accredited four year college or university. Related work experience may be substituted for education on the basis of three (3) years of experience per one (1) year of education. | |
| Preferred Education: | Four-year degree in Accounting from an accredited college or university. Certified Public Accountant. | |
| Required Experience: | Eight (8) years work experience in budget preparation and management, to include financial measures and reporting. Six (6) years work experience in supervising a diverse staff. Comprehensive knowledge of the complex financial requirements of a Texas State agency. Advanced skills in Microsoft Excel. | |
| Preferred Knowledge: | Knowledge of accounting, reporting, vendor management, property management, purchasing and human resources. Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management. | |
| Experience/Knowledge: | <ul style="list-style-type: none"> • Skill in strategic planning at an organizational level • Ability to hire, supervise, train and motivate diverse group of staff • Excellent written and verbal communication skills • Ability to handle multiple assignments and prioritize to meet strict deadlines • Ability to forecast and plan workload for staff • Ability to communicate effectively and work in concert with team leaders, managers, other employees and administrative staff. • Ability to review complex documents and make appropriate recommendations | |
| Job Description: | Provide direct supervision of employees in the Staff and Support Services Division to meet or exceed performance benchmarks. Participate in the development and implementation of policies and procedures. Participate in the development of policy and procedure development and rule making. Work closely with Executive management to foster teamwork within the organization. | |
| Essential Job Functions: | <p>Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.</p> <ul style="list-style-type: none"> • Provide direction, guidance and assistance in all program areas within the Staff and Support Services Division • Plan, assign, and supervise the training of others to achieve division responsibilities • Establish goals and objectives, develop and approve schedules, priorities, and standards for achieving goals • Develop guidelines and procedures for highly technical accounting and reporting functions • Develop and implement techniques for evaluating program activities • Monitor and evaluate compliance with laws, rules, policies and procedures • Identify areas of needed change and make recommendations to improve operations • Direct budget preparations and management of revenue and expenses • Coordinate, review and/or approve management, productivity, and financial reports • Oversee recovery fund investments and operations | |

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**Essential Job Functions
(continued):**

- May represent the agency at legislative hearings, interagency meetings, or policy board meetings
- Perform related work as assigned

Posting Date:

August 29, 2012

Closing Date:

Until filled

To Apply:

Send a State of Texas Employment Application along with a cover letter detailing how your education and experience meets the requirements of this position to:
human.resources@trec.texas.gov

Contact:

Michelle Fiorentini, SPHR, Human Resources 512-936-3586